



Ayesha Ali Academy (AAA)

Kanipora Kulgam.

Dated: 25-07-19

Subject: Submission of documents for verification.

NOTICE

Dear Staff Members,

The Academy is in the process of placing teachers in various grades with length of service as one of the components. All the teachers of the Academy are accordingly advised to submit the following documents for the said purpose by or before July 31, 2019.

1. A copy of your latest resume.
2. Your credentials as per your resume i.e. from high school to your highest degree.
3. Last school offer letter, salary slip and bank statement of last three months.
4. Experience certificates as mentioned in your resume.

In case of failure to submit these documents, the cases of the concerned teachers will not be processed.

Please ignore if you have submitted.

M. Mark
Principal
AA Academy



AYESHA ALI ACADEMY

Kanipora Kulgam Jammu & Kashmir 19223
Tel: 7051786(AAA)222, 8082786(AAA)222
Web: www.aa.academy Email : info@aa.academy

Ref. No. AAA19/PO/01

Dated: 3rd of December, 2019

Respected Parents

Greetings!

The AAA shall remain operational for all the academic transactions from tomorrow on 4th of December, 2019 from Class 5th to 7th (Previous Session). The parents are requested to pick and drop their ward/s on their own as the school authorities cannot provide the transport services due to the prevailing circumstances, incovenience in this regard regretted. The decision stands on trail basis till positive feedback and the same will be executed for rest of the classes.


Principal
AA Academy
Kanipora Kulgam

Copy To:

1. Office File
2. Notice Board
3. Principal and Chairman (Via E-mail)
4. Staff Members
5. Transport Department
6. Accounts Section



Ref. No: AAA/WV01/19-20

Announcement of winter vacation, 2019-20

Date: 20-12-2019

Dear Educators,
Greetings!

The AA Academy Kanipora Kulgam announces the winter vacations, 2019-20 w.e.f 31th of December, 2019 to 01th of February, 2020 for the teaching staff with reference to the vacation policy of the academy. The staffers have to handover all the official incumbencies before reliving off for the vacations and shall report on 2nd of February, 2020 without any fail for necessary and sufficient forward planning. Otherwise the academy shall be liable to take any official action for the absentee or even may invite the termination of services with immediate effect.

During the Winter Vacation period the following have to be in place;

- The winter assignment shall be distributed by the assigned team by or before 30th December, 2019 with complete documentation in place and the same must be submitted to the examination cell before reliving off for vacations. In the case of absentees, the concerned teacher and IT team shall ensure sending hard/e-copies of winter assignment to the students with complete track of documentations.
Annexure 1-A
- All teachers shall establish good communication with the parent/s as a follow up for assistance/query, ensuring the student/s are done with the prescribed assignments at the end of the vacations as directed.
- All the team have to report on 2nd of February 2020 without any fail, in case of any extreme emergency you have to report the Principal only.
- In view of winter vacations 2019-20, the Ayesha Ali Academy Kanipora Kulgam shall remain off for all the academic operations for the said period.

So in this regard do adhere to reporting your duties on said date.

Best Regards!

Nasir Shah



AA academy Kanipora Kulgam



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Tel: 7051786(AAA)222, 8082786(AAA)222

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Timing: 3:30 pm

Dated: 26th of November 2019

Minutes of Meeting

1. There will be no Casual leaves until the closure of school operations. All leaves will be considered as LWPs.
2. Mr Nasir Ahmad Shah will be overall responsible for complete operations i.e. Academics, Home Assignments, Winter Assignments etc.
3. Those who will be helping Mr. Nasir and Mr. Liyaqat Rather for the above said work will be Ms. Rakshanda, Mr. Inzimam Ul Maqbool and Mr. Sajid Ahmad Shah.
4. Ms. Ruhi and Mr. Tahir Naik will exclusively work for Admissions and only point of contact to new parents. For current parents point of contact will be Mr. Liyaqat Rather.
5. Following are the interim HODs and new appointments of Teacher I/C will happen in February 2020.

1. Pre-School -	Ms. Tehseena + All Pre-School Teachers
2. English-	Mr. Ali , Ms. Nelofar Mushtaq, Ms. Mufeeda, Mr. Rayees Ahmad
3. GK & Moral Edu.	- Ms. Hoor Un Nisa
4. Social Studies-	Ms. Kowsara Bhat , Mr. Zaffar & Ms. Ishrat Jan
5. Mathematics-	Ms. Shahida , Ms. Fozy, Ms. Ishrat Altaf & Mr. Akhil
6. Urdu-	Mr. Abass & Mr. Mudasir (Mr. Gh Nabi Nayyir)
7. Kashmiri/ Hindi	Ms. Neelofer Jan, Ms. Shiveta (Mr. Gh Nabi Nayyir)
8. Sports-	Mr Sajid Ahmad Shah
9. Computer Science-	Mr Inzimam Ul Maqbool & Liyaqat Lone

6. Emails, phone calls and approvals should only send to principal or should be given to Mr. Liyaqat Rather in written.
7. No phone calls or emails to esteemed chairman and loving family.
8. The timings will be 10:30 AM to 3:30 PM and Lunch Break will be from 1:00 PM to 01:30 PM.
9. Late going or early going will be considered as Half days or deduction of salary. It will not be applicable for Ms. Ruhi Jan, Mr. Liyaqat Rather, Mr. Inzimam Ul Maqbool and Mr. Nasir Ahmad Shah.
10. All should respect each other. No one is senior or junior.
11. All the teachers will be given provisional offer letters by this week or so.
12. Some of the teachers will be getting relieving letters. There will be more if required.
13. For CBSC pattern B.Ed is Necessary.
14. For PTMs Mr. Nasir Ahmad Shah and Liyaqat Rather will look after. The same will be shared with the principal. The parents will be communicated via calling. The HRTs will take care of their assigned.
15. The new session will start from 2nd of December, 2019.

Prepared by: Mr. Liyaqat Hassan Rather

PRINCIPAL

Ayesha Ali Academy
Kanipora, Kulgam